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Approved For Release 2004/03/26 : CIA-RDP78B04747A002200010002-5

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2 February 1967

To be Hand Carried

Subject: Service and Maintenance Program for  
 [redacted] Equipment located at  
 Your Facility

Gentlemen:

In accordance with your request, [redacted] is pleased to submit the following proposal for repair activities on Model 552A#102 and for "on-call" maintenance activities on all [redacted] equipment at your facility.

We have reviewed the condition of Model 552A#102. We must repair the scanning drives and generally check out the system. We estimate the total repair costs will be [redacted]. A cost analysis sheet covering this effort is attached.

Listed below are time and material rates for our personnel expected to be used on the "on-call" maintenance program for both 552/552A type equipments and 405A/405B type equipments. The time and material rates quoted are on an hourly basis. In addition, a direct charge for subsistence and travel will be made at a 20% G&A and 10% fee on subsistence and 10% fee on travel costs. Purchased material necessary to conduct maintenance would be billed at material cost, plus 20% G&A and 10% fee.

Time and Material Rates

Project Engineer  
 Electronic Service Engineer  
 Mechanical Service Engineer  
 Mechanical Technician  
 Electronic Technician  
 Quality Control Test Engineer  
 Inspection  
 Shop and Assembly

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In the case of special spare parts we have previously suggested that you take action to acquire spare parts to support both the 552 type equipments and the 405 type equipments. This was submitted to you on 17 August 1966; we would suggest that you seriously consider purchasing same. If you do not wish to purchase the spare parts kits, then the individual parts would be fabricated as needed for maintenance at the direct costs incurred by this contractor on a time and material basis, as previously stated.

You have informed us that normal routine maintenance would be conducted by your personnel and that our services would only be required when the maintenance efforts were beyond a routine nature. To assist you in your endeavor to perform routine maintenance, we would suggest that two training programs be organized for your maintenance personnel. The training program on the 552 and 552A equipments could be conducted over a two-week period at a cost of [REDACTED]. A cost analysis sheet is attached. In the case of the 405A and 405B equipments, a similar type course would be conducted by two [REDACTED] personnel and could be completed within a one-week period at a cost of [REDACTED]. Cost analysis for this is also attached. The main difference in the cost of the two training programs primarily occurs due to the fact that in the case of the 405 equipment two personnel, one mechanical and one electrical, would be required to conduct the program and, in addition, the complexity of the equipment would dictate that certain items, particularly with respect to the interferometer and the maintenance of the mechanical moving structures, require the services of our personnel; we would recommend these items not be touched by your personnel.

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In the case of "on-call" maintenance, it has been [REDACTED] practice that such maintenance is conducted within an average of 72 hours period after receiving a service request. In some cases, due to personnel requirements, this will extend to a week. In other cases it sometimes can be covered the next day. The training programs could be organized and conducted within four weeks after formal notification by your office.

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This proposal is based on a firm fixed price and/or time and material basis and remains valid for sixty days. Activities conducted within any one-month period would be billed at the end of the month on a net thirty-day basis.

Under separate cover we are submitting names to your security personnel for clearances to cover a sufficient number of our staff to fulfill the expected maintenance problems and the training program.

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If there are any questions or if you need additional information, please do not hesitate to contact me.

Very truly yours,

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Executive Vice President

LHB/aw  
Encs. (3) Cost Analysis Sheets

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